

SCHEDULE 6: STAGE GATE REVIEWS

1. Overview

The EVCPO shall use stage gate reviews to identify and demonstrate to Conwy County Borough Council (CCBC) that, for each site which is approved for the installation and operation of a EVCP by CCBC at the preceding stage gate review:

- the current stage gate has been completed;
- all required outputs from the current stage gate phase have been completed and:
 - have met the requirements of the Contract; and
 - have incorporated lessons learnt from previous work or stage gate reviews, and demonstrate continuous improvement;
- details of and a robust estimate of any costs associated with the Connection Works that the CCBC is seeking to potentially obtain grant funding for during the delivery phase;
- the EVCPO's Implementation Plan for the next stage gate phase is in place and is realistic;
- risks inherent in the next stage gate phase have been identified and appropriate mitigations are in place; and
- the EVCPO is seeking approval from CCBC to proceed to the next stage gate phase.

2. Format of Stage Gate Reviews

The EVCPO shall chair and determine the agenda and format for each stage gate review, which shall:

- take place through a virtual or face to face meeting between the EVCPO and CCBC; and
- take the form of a presentation of information by the EVCPO to CCBC

CCBC will record the outcomes of each stage gate review.

3. Arrangements for Stage Review Meetings

- The EVCPO shall co-ordinate the date, time and duration of each stage gate review meeting with CCBC so that the arrangements for the meeting are mutually agreed.
- The EVCPO shall provide CCBC with at least two weeks' notice of the requirement for a stage gate review meeting.
- Wherever possible, the EVCPO shall schedule stage gate reviews for multiple sites to take place during the same meeting to make the best use of the EVCPO's and CCBC's time

- Wherever possible, the EVCPO shall schedule stage gate reviews to take place at the same time as progress meetings to make the best use of the EVCPO's and CCBC's time.
- Meetings shall be held virtually or face to face by mutual agreement between the EVCPO and CCBC.

4. Submission of Documentation

- The EVCPO shall submit the agenda and supporting documentation for each stage review to CCBC in electronic form at least two working days before the scheduled stage gate review meeting.
- The EVCPO shall include copies of all the required outputs from the current stage gate phase in the package of supporting documentation.

5. Outcomes of Stage Gate Reviews

CCBC will determine, document and issue the outcomes of each stage gate review in writing within two weeks of the stage gate review meeting, including:

- whether the CCBC is giving Approval for a site to proceed to the next stage gate or rejecting the EVCPO's proposals;
- the basis on which the CCBC has made its determination; and
- any actions arising from the stage gate review.